

Building Supply Officer (I & J)

10 March 1952

Office of General Counsel - 1711 J

Request for Dictating Machine and Transcribing Machine

It is requested that the following equipment be provided this office for the reasons given below:

1. (a) One Dictating Machine, Belt Type, with Hand Microphone, No. 3-M-7300, with carrying case, and (b) one Transcribing Machine, Belt Type, with Magic Ear and Foot Control, No. 3-M-7310, with carrying case. As justification for the above request, we cite the following:

2. This equipment is required to equalize the secretarial workload and provide a more even flow of outgoing correspondence as well as file records that must be completely documented and kept current. Frequent personal consultation and conference attendance during normal working hours preclude much opportunity for direct dictation. By the same token, overtime secretarial work after normal working hours or over weekends can be avoided. Longhand drafts are necessarily time-consuming. A dictating machine would enable dictation in off periods and transcription with maximum efficiency during normal working hours.

  
STATINTL

OGC/CWP:mkn

Distribution:

- Original and 1 - Addressee
- 1 - OGC - 317 S
- 1 - Chrono file
- 1 - Office Inventory